

CONSTRUCTION SUPERVISOR II
OPEN EXAMINATION - STATEWIDE

STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES

SALARY RANGE: \$6022 - \$7320

FINAL FILING DATE: CONTINUOUS FILING



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE SINCE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

***Testing is considered continuous as dates can be set at any time. The testing office shown below will accept applications continuously and will notify and test applicants as needs warrant.**

WHO MAY APPLY

This is an OPEN STATEWIDE examination for the Department of General Services. Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply.

HOW TO APPLY

Applications are available upon request and may be filed in person or by mail. Resumes alone will not be accepted. Applications (Form 678) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.** Submit applications to:

DEPARTMENT OF GENERAL SERVICES
OFFICE OF HUMAN RESOURCES
MAILING ADDRESS: P.O. BOX 989052
WEST SACRAMENTO, CA 95798-9052

STREET ADDRESS: 707 THIRD STREET, 7TH FLOOR
WEST SACRAMENTO, CA 95605

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.

REQUIREMENTS
FOR ADMITTANCE TO
THE EXAMINATION

Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood and possess the qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I", or "Or II", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

NOTE: Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. College course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information may be rejected.**

COMPETITION
RESTRICTIONS

Competitors who are eliminated for not meeting the minimum qualifications as stated on this examination bulletin may reapply when the entrance requirements are met. **Unsuccessful competitors who do not attain a minimum rating of 70%** must wait 12 months from the date of disqualification before reapplying. **Successful competitors establishing list eligibility for 12 months** are restricted from reapplying again during the 12 month eligibility period indicated on your notice of eligibility.

MINIMUM
QUALIFICATIONS

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. (Applicants who do not possess the required license may be admitted to the examination, but must obtain the license before they will be considered eligible for appointment.)

and
Either I

Experience: Two years of experience performing the duties of a Construction Supervisor I in the California state service.

Or II

Experience: Broad and extensive (more than five years) experience in either:

- As an architect's, engineer's, owner's, or construction manager's representative in technical inspection or supervision of building construction work involving the performance of increasingly complex duties and including two years of experience in supervision of other inspectors or construction managers on construction of major buildings such as schools, hospitals, prisons, institutions, high- and mid-rise office buildings, or other comparable institutional or commercial buildings. or
- As a construction superintendent on major buildings such as schools, hospitals, prisons, institutions, high- and mid-rise office buildings, or other comparable institutional or commercial buildings.

(Experience in the California state service applied toward these experience requirements must include at least two years performing the duties of a Construction Supervisor I.)

and

Education: Equivalent to graduation from college with major work in engineering or architecture. (Additional qualifying experience may be substituted for the required education on the basis of two years of qualifying experience equaling one academic year of education.)

SPECIAL PERSONAL
CHARACTERISTICS

Tact; keenness of observation; and physical stamina.

ADDITIONAL DESIRABLE
QUALIFICATIONS

Possession of a certificate in general building construction, inspection, code enforcement from the : American Construction Inspector's Association; International Conference of Building Officials; Office of Statewide Health Planning and Development; other similar association or regulatory governmental organization; or current registration as an architect or engineer (civil, structural, mechanical, or electrical).

SEE REVERSE FOR ADDITIONAL INFORMATION

THE POSITION	This is a non-supervisory position under direction, (1) in one of the designated construction areas, to have charge of the supervision or continuous inspection of one or more major building construction projects; or (2) to perform difficult staff work in Construction Service Headquarters requiring extensive knowledge and experience in construction methods, materials, and processes; and to do other related work. Positions are located statewide.
EXAMINATION INFORMATION	<div>Qualifications Appraisal – Weighted 100%</div> <p>This examination will consist of a Qualifications Appraisal Interview (QAP), weighted 100%. The QAP will consist of a performance exercise feature and a number of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70 percent must be attained. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED FROM THE EXAMINATION. The examination will be scheduled at various locations throughout the state. Additional locations may be added if the need warrants.</p>
SCOPE	<p>In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <div><div>A. Knowledge of:</div><div><div>1. Materials, methods, and processes used in the construction of wood, steel frame, masonry, and concrete buildings;</div><div>2. Work of various building trades;</div><div>3. Various codes and safety orders applicable to building construction;</div><div>4. Proper methods of mixing, placing, and curing plain and reinforced concrete;</div><div>5. Mortar and grout mixes;</div><div>6. Forms and shoring;</div><div>7. Methods of steel frame erection and reinforced concrete construction;</div><div>8. Soils and soil conditions and testing;</div><div>9. Plumbing, heating, ventilating, air conditioning, and electrical work;</div><div>10. Structural engineering designs;</div><div>11. Pile driving;</div><div>12. Construction management;</div><div>13. Personal computers and related software programs;</div><div>14. Principles of various scheduling techniques including critical path scheduling.</div></div><div><div>B. Ability to:</div><div><div>1. Detect poor quality building materials and workmanship utilizing visual inspection with knowledge of industry standards, code requirements, and test results;</div><div>2. Calculate material quantities;</div><div>3. Understand and detect deviations from Plans, specifications, and other contract documents by inspection;</div><div>4. Analyze situations accurately and take effective action;</div><div>5. Lay out and direct the work of others;</div><div>6. Perform and interpret results from field tests;</div><div>7. Keep records of time and materials;</div><div>8. Prepare correspondence and write clear comprehensive reports;</div><div>9. Gain and maintain the confidence of those contacted during the course of the work.</div></div></div></div>
ELIGIBLE LIST INFORMATION	An OPEN STATEWIDE eligible list will be established for the Department of General Services. Names of successful candidates will be merged onto the list in order of final scores regardless of the date eligibility is established. Eligibility expires 12 months after it is established.
VETERANS' PREFERENCE	Veterans' Preference Credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

It is the candidate's responsibility to contact the DGS Office of Human Resources at (916) 376-5400 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, the Department noted on the bulletin or on the Internet at <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of General Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open exams investigation may be made of employment records and personal history--fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the depth, breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her efforts toward self-development.

Veterans' Preference: If this examination is an entrance examination as defined in Government Code Section 18973.5, veterans' preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS. Directions for applying for veterans' preference are on the Veterans' Preference Application form which is available from the State Personnel Board office and the Department of Veterans Affairs, P. O. Box 1559, Sacramento, CA 95807.

High School Equivalence: Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

CALIFORNIA DEPARTMENT OF GENERAL SERVICES ♦ OFFICE OF HUMAN RESOURCES
MAILING ADDRESS: P.O. BOX 989052 ♦ West Sacramento, CA 95798-9052 ♦ Telephone (916) 376-5400
STREET ADDRESS: 707 Third Street, 7TH Floor ♦ West Sacramento, CA 95605

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
California Relay (Telephone) Service for the Deaf or Hearing Impaired:From TDD phones 1-800-735-2929 ♦ Voice 1-800-735-2922